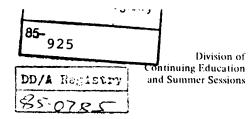
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Center for Continuing Education in Washington / 801 22nd Street, N.W., Suite T409 / Washington, D.C. / (202) 676-7036

February 13, 1985

Dear Training Officer:

Have you ever considered The George Washington University's Professional Development Program to help you enhance the management of your organization? Our program has provided high quality training in a wide variety of fields for numerous organizations and corporations in the Washington metropolitan area as well as for multinational corporations. If you have a specialized training need or if you have to train a number of people in your organization, consider the advantages of our program.

- o Our Education Specialists will help you assess your training requirements and design programs tailored to meet the needs of your organization or offer existing undergraduate and graduate-level certificate programs.
- o Our staff of working professionals and experienced instructors are selected in accord with each contract to provide the necessary training to improve the performance of your employees.
- o Our leading management consultants will work with your top level management to develop solutions to organizational problems and to increase the management capabilities of your staff.
- o The time frame and location of our programs are flexible to accommodate the needs of your employees and organization. We can offer training on-site or at the convenient facilities on campus.

If you are interested in discussing your training needs, please contact Dr. Karyne Messina, Director of Professional Development. After assessing your needs, we will be able to give you a detailed course outline and a cost estimate.

We take pride in our versatility and ability to respond to the needs of our clients. We would enjoy working with you, helping you train your staff to become more effective.

Sincerely,

Karyne Messina, Ed.D.,

Karine Messina

Director, Professional Development

